

Director's Welcome

Thank you for considering a DC park and/or recreation facility for your next event. We hope that this manual will assist you in choosing the best location for your specific event as well as outline the guidelines in securing the location of your choice.

DC Parks and Recreation's system is comprised of open spaces, parks, trails, recreational, cultural, environmental and educational facilities as well as a broad array of programs. These amenities contribute to the city's identity, urban design and network of public spaces. Whether you're planning your daughter's third birthday party or your 10th annual family reunion, we invite you to *Join In The Fun* by using a Parks and Recreation facility.



When do you need a permit? You need a permit to reserve a playing field, recreational facility, stage or performing arts area, or to use a park for a gathering for a large number of people. Permits allow us to schedule events, make necessary preparations (ex. heating, lighting, etc.), provide personnel and avoid overuse/misuse of DPR properties.

TIPS FOR A SUCCESSFUL EVENT

Plan ahead. For most rental requests, you may submit an application for a permit up to three months in advance. Planning ahead gives you a better chance of securing the facility/park of your choice.

Provide details. The more information you provide on your permit application about your event, the better our staff will be able to serve and support your requests. **All fees must be paid by the due date on the Notice of Availability (NOA) in order to secure a permit.** The Department reserves the right to cancel your application if payment is not received by the due date.

Allow enough time for your setup and cleanup. When you secure a Permit for an event, it is both required that you set up and clean up before and after the event.

Know the emergency contact number: (202) 441-2605. We want to provide you with the best customer service possible, therefore, if staff is 15 minutes or more late in arriving or if you have an emergency, please call the emergency contact number between the hours of 9am and midnight.

We know you have choices in meeting your recreational needs, and we appreciate your consideration of our parks and properties for your next event. We look forward to serving you well.

Neil O. Albert

Table of Contents

Objective	1
Priorities and Requirements	1
Permit Application Process	
Submission Process	1
Notice of Availability	2
FEES	
Deadline for Payment	2
DC PARKS AND RECREATION PROPERTIES AND FEE SCHEDULES	
Parks (including Small or Triangular-Shaped Parks)	2
Recreation Centers	3
Ball fields/Basketball Courts	3
Tennis Courts	4
Volleyball Courts	4
Special Events/Large Festivals	5- 6
Rental of Special Equipment	7
NATIONAL PARK SERVICE PROPERTIES	
Picnic Groves	8
Courts/Ball fields	8-10
NPS 2003 Fee Schedule	10
GENERAL RULES	11-13
PERMIT APPLICATION FORM	14
APPENDIX A	
List of Properties & Amenities	15



DC Parks and Recreation

3149 16th Street, NW
Washington, DC 20010

Permit Procedures Manual

OBJECTIVE:

The purpose of this manual is to establish a consistent, fair, and equitable policy for considering requests, for permits, from the public for the utilization of DC Parks and Recreation's (DPR) facilities, ball fields, and other properties. Also included is information on the use of certain federal properties in the District of Columbia. Staff of DPR Permit Office comply with these regulations and will provide equal access to these facilities to all residents. DC Parks and Recreation and National Park Service do not discriminate on the basis of age, gender, race, ethnicity or religion.



PRIORITIES AND REQUIREMENTS:

It is the policy of the DPR Permit Office to issue permits on a first-come, first-served basis to all residents. However, as part of that policy, the following priority system will be used:

- PRIORITY #1:** District of Columbia youth residents (fees will be applied)
- PRIORITY #2:** District of Columbia adult residents (fees will be applied)
- PRIORITY #3:** Non-resident youth (fees will be applied)
- PRIORITY #4:** Non-resident adults (fees will be applied)

Permits for the use of all DPR facilities will be issued only to persons 21 years and older. Proof of age and residency (a valid driver's license, employment identification, passport, utility bills) must be validated prior to the issuance of a permit. A permit is required for all events with ten (10) or more participants.

PERMIT APPLICATION PROCESS:

Submission Process

To obtain a permit, a completed Permit Application Form (PAF) must be mailed or hand-delivered to: DC Parks and Recreation, Permit Office, 3149 16th Street, NW, Washington, DC 20010, or, faxed to (202) 671-2852. Blank Permit Application Forms can be obtained at: (1) the Permit Office or the DPR's Customer Service Office located at its Headquarters – 3149 16th Street, NW, Washington, DC; (2) any neighborhood recreation center; (3) a blank PAF is enclosed at the back of manual and may be duplicated. PAF's can also be obtained by contacting the Permit Office at (202) 673-7667/7449 or by visiting our website at www.dpr.dc.gov

- To obtain a permit for Special Events (events that exceed 250 people), see guidelines on pages 5 & 6 of this manual.
- To obtain a permit for NPS fields, the same process as mentioned above, should be followed.
- To obtain a permit for NPS picnic groves, the applicant must be an adult resident of the Washington Metropolitan Area (District of Columbia, Maryland or Virginia), apply in person (DC Parks and Recreation, Headquarters and show identification that verifies his/her name, age, and current address.

Notice of Availability (NOA)

A Notice of Availability will be mailed to the applicant within ten business days from the date of receipt of a completed PAF. The amount of fees to be paid will be reflected on this notice.

FEES:

The permit fees for all DPR property quoted in this manual are in accordance with the Fee Schedule published in the District of Columbia Municipal Regulations, 19DCMR 716.5, June 2003. Do not submit payment with your application. You will be requested to submit payment when you receive your NOA.

For all National Park Service property, where DPR has authority to issue permits, there is no charge except for a nominal processing fee, for the use of the fields, and picnic groves - located in Rock Creek Park and Fort Dupont Park. These permits are issued on a first come, first served basis using the priority system previously listed.

Deadline for Receipt of Payment by Applicant

Once the Notice of Availability has been issued, the applicant shall have two weeks in which to submit payment to confirm the reservation. **The Department reserves the right to cancel a request if payment is not received within this two-week period;** in such cases, the applicant must reapply and the property will be permitted based on availability. Permits will not be issued until all fees have been paid in full. All checks/money orders must be made payable to DC Parks and Recreation. ***Any payment made less than 15 business days prior to the event will require cash, money order, or certified check (no personal checks).***

DC PARKS AND RECREATION PROPERTY:

Parks (including Small or Triangular-Shaped Parks)

DC Parks and Recreation has a large number of parks, located throughout the eight wards of the city, many of which are small and triangular-shaped. **The maximum capacity varies for each small or triangular-shaped park and will be noted on your permit when issued.** To obtain a permit for the use of a small or triangular-shaped park, please follow the instructions outlined above in the Permit Application Process. Permitting fees for the use of small or triangular-shaped parks are as follows:

Year 2003 Fee Schedule Parks (including Small or Triangular-Shaped Parks) (Per Event)				
Type	DC Resident	Non-Resident	Clean-up Deposit (mandatory)	Other
Parks (including small or triangular-shaped)	\$65.00 (per day) \$65.00 (each add'l day)	\$85.00 (per day) \$85.00 (each add'l day)	\$50.00(Sm.- Med. parks) (per park per day) \$75.00 (Lrg. parks) (per park per day)	Maximum number of people for small and medium parks is 50
Pavilions and gazebos	\$65.00 (per day) \$65.00 (each add'l day)	\$130.00 (per day) \$130.00 (each add'l day)	\$75.00 (per park per day)	Maximum number of people per pavilion, is 50

Recreation Centers

DC Parks and Recreation is responsible for a number of recreation centers, many of which have picnic areas that can be permitted (see Appendix A). **The maximum capacity varies for each recreation center and will be noted on your permit when issued.** To obtain a permit for the use of space at a recreation center, please follow the instructions outlined above in the Permit Application Process. Permitting fees for the use of recreation center space are as follows:

Year 2003 Fee Schedule Recreation Centers (Per Event)			
Type	DC Resident	Non-Resident	Clean-up Deposit
One Room and Kitchen (small to medium Rec. Center)	\$78.00 (every 3 hrs)	\$98.00 (every 3 hours)	\$33.00
One Room and Kitchen (large Rec. Center)	\$143.00 (every 3 hrs) plus staff fees	\$195.00 (every 3 hours) plus staff fees	\$65.00
Gymnasiums	\$30 per hour	\$50	N/A

Please Note:

Clean-up deposits in part or in whole, will be refunded by mail to the applicant upon inspection of the property by a department representative. However, if the representative deems that the property was left in an unsatisfactory condition, the deposit shall not be refunded or shall be refunded in part only. If the property is left in an unsatisfactory condition and in need of any type of repair, an assessment of the damage will be performed and the applicant will be billed accordingly. Similarly, if large amounts of trash are left behind, a disposal fee will be charged to the applicant.

Ball fields/Basketball Courts

DC Parks and Recreation has responsibility for 81 ball fields, 44 with lights, and 37 without lights (see Appendix A). **The maximum capacity varies for each field/basketball court and will be noted on your permit when issued.** To obtain a permit for the use of a field or court, please follow the instructions outlined above in the Permit Application Process. Permitting fees for the use of a field/basketball court are as follows:

Year 2003 Fee Schedule Ball fields/Basketball Courts (Per Event)		
Type	DC Resident	Non-Resident
Ball field/Basketball Court (youth)	Youth camps & non-profit leagues \$26.00 per enrollee	N/A (non-profit groups)
Ball field/Basketball Court (adult use)	Non-League Fees– \$39.00/hr. Tournament Fees \$39.00/hr. League Fees– Per Team: Co-Ed: \$425/team Men's: \$465/team Lawyers: \$465/team Women's: \$465/team Basketball: \$475/team Football: \$450/team Soccer (co-ed): \$350/team Soccer (men's): \$400/team	Non-League Fees– \$65.00/hr. Tournament Fees \$65.00/hr. League Fees– Per Team: Co-Ed: \$425/team Men's: \$465/team Lawyers: \$465/team Women's: \$465/team Basketball: \$475/team Football: \$450/team Soccer (co-ed): \$350/team Soccer (men's): \$400/team



Please Note: An additional \$25 per hour is charged for lights used on fields and outdoor courts.

Tennis Courts

Tennis courts are located at various recreation center sites (see Appendix A). There are a number of additional park sites that contain tennis courts. Please refer to Appendix A for a listing of sites with both non-lighted and lighted tennis courts. Fees for the use of tennis courts are as follows:

Year 2003 Fee Schedule Tennis Courts		
Type	DC Resident	Non-Resident
Tennis Courts	Adult use (Including tennis tournaments) \$39.00 per hour per court	Adult use \$65.00 per hour per court

An additional \$25 per hour is charged for lighted courts.

Volleyball Courts

Volleyball courts are located on various recreation center sites (see Appendix A). Please refer to Appendix A for a listing of sites with both non-lighted and lighted volleyball courts. Fees for the use of volleyball courts are as follows:

Year 2003 Fee Schedule Volleyball Courts		
Type	DC Resident	Non-Resident
Volleyball Courts	Non-League Fees —\$39.00/hr. Tournament Fees — Per Team \$240	Non-League Fees —\$65.00/hr. Tournament Fees — Per Team \$240



Special Events/Large Festivals (at any DPR property at the large capacity level)

In order to obtain a permit for an event in which the expected attendance will exceed 250 (at select sites only) the following requirements must be met. The applicant must:

1. Complete and return a Permit Application Form and a letter outlining all the details of your event to DC Parks and Recreation, Permit Office, 3149 16th Street, NW, Washington, DC 20010. The phone number to the Permit Office is (202) 673-7449/7667.
2. Obtain personal liability and property damage coverage in the amounts of \$1,000,000.00 and \$400,000.00 respectively, with DC Parks and Recreation as the beneficiary. Applicants shall indemnify the District of Columbia Government and the DC Parks and Recreation against any claims of personal injury and property loss or damage.
3. Post a **\$130,000.00** Performance Bond, with DC Parks and Recreation as the beneficiary. This may be done either by obtaining a performance bond from an insurance carrier (one day rider), or by leaving a money order or certified check on deposit with the Department until after the event takes place, at which time it will be returned, un-cashed, providing there has been no damage to the property/facility/grounds. The determination whether the property has been left in an acceptable condition will be the responsibility of a Department representative who will conduct an inspection of the property after the event has taken place. However, if the Department representative deems that the property was left in an unsatisfactory condition, the deposit shall not be refunded or shall be refunded in part only. In addition, if the property is left in an unsatisfactory condition needing any type of repair, an assessment of the damage will be performed and the applicant will be billed accordingly. In such cases, payment must be remitted promptly.
4. Contact the local Advisory Neighborhood Commission (ANC), and make an event presentation. The applicant must submit a copy of written approval, from the ANC endorsing the event, to the DC Parks and Recreation.
5. Make a presentation to: Mayor's Special Events Task Force
DC Emergency Management Agency
Mr. Peter G. LaPorte, Director
2000 14th Street, NW, 8th Floor
Washington, DC 20009

To schedule a presentation, call (202) 673-2101, extension 1168. The presentation should include a detailed description of event activities, security arrangements, first aid and cleanup plan. This package must also be submitted to the DC Parks and Recreation. The presentation should be made at least 30 days prior to event date.

6. Obtain advance certification, for any food preparation and handling associated with the event, following the guidelines of the DC Consumer and Regulatory Affairs, Special Events Coordinator, Richard Harris (202) 535-2973 and DC Department of Health, Food Protection Division, (202) 535-2180.
7. Provide portable toilets for the event. A copy of the contract for these toilets should be submitted to DC Parks and Recreation - Permit Office when remitting payment for the permit at least 10 days prior to event.
8. Adhere to the following: if the applicant's event will include vendors, 20% of the fees collected for vending space must be paid to DC Parks and Recreation within thirty days after the event. A list of vendors should be submitted to DPR - Permit Office prior to the event. The applicant is required to provide DC Parks and Recreation with the following information: the number of vendors expected, a listing of all vendors with addresses, contact numbers and Tax ID/Social Security numbers.

9. Sign an agreement for use of the park/facility/grounds that enumerates the costs associated with the rental of property and payment of personnel (this includes facility staff). Payment of all fees must be made at this time, at least 7 days prior to event. Submit payment to: DC Parks and Recreation. Fees are listed below in the 2003 Fee Schedule for Special Events/Large Festivals.
10. When submitting payment, performance bonds and deposits must be made by separate certified checks or money orders. However, special events fee, special events application fee, overtime for staff, special equipment and lights, etc. can be paid with one check.

Issuance of permits for Special Events/Large Festivals creates a responsibility for organizations to comply with existing District of Columbia regulations and laws. Part of the policy in permitting District of Columbia Parks and Recreation facilities for special events/large festivals, is to coordinate closely with the local Metropolitan Police District to ensure that all regulations and laws are complied with by users of the facility. Police Officers of the appropriate District and DPR -Urban Park Rangers will conduct random checks to ensure that the safety and welfare of the community are preserved. In addition, staff of the District of Columbia Parks and Recreation, Parks & Facility Maintenance Administration, will monitor the event closely

Year 2003 Fee Schedule Special Events/Large Festivals			
Description	Fee Required		
Special Events Fee	\$500.00		
Special Events Application Fee	\$98.00		
Indoor Facility Usage Fee	(See Year 2003 Fee Schedules per Facility. Page 3)		
Performance Bond	\$130,000.00		
Insurance Coverage for Liability and Property Damage	\$1,000,000.00(liability) and \$400,000.00(property damage)		
Overtime (facility staff) & Overtime (showmobile driver)	Number of hours at overtime rate (Costs will be determined and applicant will be informed on the Notice of Availability response)		
Rental of Special Equipment	(See Year 2003 Fee Schedule for Rental of Special Equipment on page 7)		
Lights	\$46.00 per hour		
Vending	26% of vendor fees collected for space		
Expected Attendance	Deposit	DC Resident	Non-Resident
250-500	\$1,000.00	\$650.00	\$650.00
501-999	\$1,500.00	\$780.00	\$780.00
1,000-2,999	\$2,500.00	\$1,300.00	\$1,300.00
3,000-4,999	\$2,750.00	\$1,950.00	\$1,950.00
5,000+	\$2,750.00	\$2,600.00	\$2,600.00

Please Note: Fees for expected attendance do not cover indoor facilities.

Year 2003 Fee Schedule Rental of Special Equipment					
Description	Unit Price (\$/day)	*Deposit	Description	Unit Price (\$/day)	*Deposit
Large Showmobile (36' x 8 1/2')	\$550.00	\$300.00	Podium	\$20.00	20.00
Medium Showmobile (28' x 16')	\$450.00	\$150.00	Platform (4' x 6' x 2') (Not recommended for dancing/stepping)	\$20.00	\$20.00
Description	Unit Price (\$/day)	*Deposit	Description	Unit Price (\$/day)	*Deposit
Small Showmobile (28' x 8 1/2')	\$350.00	\$100.00	Microphone	\$10.00	\$20.00
Generator (Not for Bands)	\$50.00	\$20.00	Lecternette	\$25.00	\$20.00
Large P.A. System with microphone (Not for Bands)	\$100.00	\$20.00	Picnic/Sports Kit (Late Return Charge): DC Resident: \$20.00/day Non-Resident: \$26.00/day	DC Resident Rental Fee: \$39.00/day Non-Resident Rental Fee: \$65.00/day	\$55.00 \$55.00
Small P.A. System with microphone (Not for Bands)	\$50.00	\$20.00	Tent (20' x 40') 1 st day rental Each additional day	\$600.00 \$100.00	N/A N/A
<p>Note: The unit price does not include the required deposit. Deposit fees should be paid with separate checks or money orders.</p> <p>Staff Overtime: Some of the above equipment may require staff overtime for setting up. Rates vary according to the number of staff and overtime hours required. Costs will be determined and applicant will be informed on DPR's written Notice of Availability response.</p>					

*The deposit is refundable and will be returned to the applicant upon inspection of the equipment by DPR staff. However, for any equipment that is returned in a damaged condition or is missing parts, the deposit will not be returned.

Important Notes:

For rental of a showmobile or tent, a minimum of 2-weeks advance notice is required **(the rental period for showmobiles is March 1 thru October 31 only)**. For other equipment, a minimum of 1-week advance notice is required. All equipment, except picnic/sports kits, must be returned to the Department's Office of Support Services the next business day after the event takes place. Picnic/sports kits must be returned to the DPR's Headquarters. Upon completion of inspection by DPR Staff, deposits for equipment will be returned to the applicant. If any equipment is returned in an unsatisfactory condition needing any type of repairs, an assessment of the damage will be performed and the applicant will be billed accordingly. In such cases, payment must be remitted promptly.

NATIONAL PARK SERVICE PROPERTY:

NPS Picnic Groves

The two largest National Park Service areas are Rock Creek and Fort Dupont Parks. DC Parks and Recreation, in conjunction with the National Park Service, is charged with permitting designated groves in Rock Creek and Fort Dupont Parks.

There are ten (10) designated picnic groves available for permitting by the DPR in Rock Creek Park. In Fort Dupont Park, there are three designated groves permitted by DPR.

The maximum number of patrons allowed at the groves in Rock Creek Park and Fort Dupont is between 50-75, depending on the size of the grove. Permits for **Rock Creek Park are issued in four-hour blocks of time**, and at **Fort Dupont in eight-hour blocks**. An applicant is eligible to receive only one permit per day for NPS properties (picnic groves). **All patrons must vacate the parks by dark.**

DC Parks and Recreation permits Rock Creek and Fort Dupont Parks. Haynes Point and East Potomac Park are permitted by National Capital Parks-Central, 1100 Ohio Drive, SW, Washington, DC 20242, (202) 619-7225. All other federal parks are permitted by National Capital Parks-East, 1900 Anacostia Drive, SE, Washington, DC 20020, (202) 690-5185. .

NPS Volleyball Courts

DC Parks and Recreation permits nine volleyball courts for National Park Service. Applicants **must apply in person** at DPR's Headquarters. Applicants may apply and be permitted for only one court during one month. Each permit will be honored for only one specified day of the week throughout that month. Volleyball permits issued by DPR on behalf of the National Park Service are for **open play** only, beginning May 1 of the given year, **no permits are issued by DPR for league play or tournaments**. For Special Use Permits, contact Leonard Lee at National Capital Parks-Central (202) 619-7225.

NPS Fields

The DC Parks and Recreation permits a number of fields for the National Park Service for the use of both youth and adults. There is no charge for the use of these fields except for a nominal processing fee.

National Park Service (NPS) Properties

PICNIC GROVES

NPS Properties	Number of Areas/Courts	Duration of Authority (Per Year)	Special Comments	NPS Associate
Rock Creek Park *Pierce Mill (grove 1) *Beach Drive (groves 6 - 10) *Military & Glover Rd. (groves 13 & 14) *16 th & Colorado (groves 23 & 24)	10 Picnic Groves	May 1 thru October 31 Prior to and after this duration, all areas are first come, first serve	Accept Application on Jan. 2 (Must Apply in Person) Durations for rental of space: 7:30am – 3:30pm 4:00pm - Dark NOTE: GROVE 23 WILL BE OFFLINE IN 2003	Before May 1 and after October 31, contact Brenda Hynson (202) 895-6012
Fort Dupont Park *Randall Circle @ Minnesota & Mass. Ave. (2) *Lanham Estates @ Alabama Ave. & Beck Street, SE (1)	3 Picnic Areas	May 1 thru September 30 Prior to and after this duration, all areas are first come, first serve	Accept Application on Jan. 2 (Must Apply in Person) All Permits 8:30am – Dark	Before May 1 and after September 30, please contact Janet Braxton (202) 690-5185

NPS COURTS/FIELDS

NPS Properties	Number of Areas/Courts	Duration of Authority (Per Year)	Special Comments	NPS Associate
Volleyball Courts Rock Creek Park *16 th & Colorado (2)	Two Courts	April 1 thru November 15		Before April 1 and after November 15 please contact Brenda Hynson (202) 895-6012
Volleyball Courts *17 th & Constitution (1) *26 th Street Circle (6)	Seven Courts	April 1 thru August 31. Prior to and after this duration, all areas are first come, first serve	Accept Application on First Working Day of Previous Month (Must Apply in Person)	Before April 1 and after August 31, please contact Leonard Lee (202) 619-7225
Anacostia Park *1800 Anacostia Drive, SE Baseball Field (1) *1800 Anacostia Drive, SE Football Field (1) * Good Hope Road, SE Soccer Field (1)	Three fields	April 1 thru September 30		Before April 1 and after September 30, please contact Lawrence Burgess (202) 472-3873
W. Potomac Park Fields 1100 Ohio Dr., SW *FDR Memorial (6 Softball) *23 rd & Independence (3 Softball) *Cricket Pad (Bet. Field 2 & 3)	Nine Fields 1 Cricket Pad	April 1 thru August 31		Before April 1 and after August 31, please contact Leonard Lee (202) 619-7225
Walenberg Field 15 th & C Sts., SW *Rugby Field (1)	One Field	April 1 thru August 31		Before April 1 and after August 31, please contact Leonard Lee (202) 619-7225
Henry Bacon Dr. Fields Henry Bacon Dr. & Constitution Ave. *Softball Fields (3)	Three Fields	April 1 thru August 31	NOTE: Henry Bacon Dr. Fields will be offline in 2003. For more information, contact Leonard Lee at (202) 619-7225	Before April 1 and after August 31, please contact
23rd & Constitution Ave. Softball Fields (2)	Two Fields	April 1 thru August 31		Before April 1 and after August 31, please contact Leonard Lee (202) 619-7225
Carter Barron 16 th & Kennedy Sts., NW *S. of Morrow Dr. (3 Softball) *N. of Morrow Dr. (1 Softball)	Four Fields	March 31 thru October 15	Note: Carter Barron Ballfields will be offline from July 26, thru August 3, 2003 for the Legg Mason Tournament	Before April 1 and after November 15 please contact Brenda Hynson (202) 895-6012
Fort Reno Chesapeake St. & Nebraska Aves. *Soccer Field (1) *Softball Field (1)	Two Fields	May 31 thru November 15		Before April 1 and after November 15, contact Brenda Hynson (202) 895-6012

NPS FIRST COME - FIRST SERVE FIELDS				
NPS Properties	Number of Areas/Courts	Duration of Authority (Per Year)	Special Comments	NPS Associate
Fort Totten Park Fort Totten Dr. & Crittenden St. Multi-Purpose field	One Field	Year-round jurisdiction	First come-first serve (no permit required)	Brenda Hynson (202) 895-6012
Fort Bayard 47 th & Fessenden Sts. *Softball (1)	One Field	Year-round jurisdiction	First come-first serve (no permit required)	Brenda Hynson (202) 895-6012
Fort Reno Park Belt Rd. & Nebraska Ave. *Softball (1) *Soccer (1)	Two Fields	Year-round jurisdiction	First come-first serve (no permit required)	Brenda Hynson (202) 895-6012
Rock Creek Park 20 first come first serve picnic groves along Beach Drive, Glover Road and Piney Branch Parkway	Twenty Picnic Groves	Year-round jurisdiction	First come-first serve (no permit required) Will service 8 to 10 people each grove	Brenda Hynson (202) 895-6012

Year 2003 Fee Schedule National Park Service Picnic Groves, Courts & Fields (Per Event)		
Type	DC Resident	Non-Resident
NPS Picnic Groves	No Charge Processing fee: \$5.00	No Charge Processing fee: \$5.00
NPS Volleyball Courts	No Charge Processing fee: \$5.00	No Charge Processing fee: \$5.00
NPS Fields	No Charge Processing fee per team: \$5.00	No Charge Processing fee per team: \$5.00

GENERAL RULES:

1. This permit is applicable only for the areas designated on your permit
2. Permits are non-transferable and cannot be sold or resold. Any violation of this provision will result in revocation of all permits issued to the permittee.
3. This permit is terminable at will by the Director of DC Parks and Recreation. Depending on the location, the DPR or US Park Rangers or the US Park Police may revoke your permit without prior notice for public safety or damage to property
4. DC Parks and Recreation retains the right to temporarily suspend a permit, or to change the permit location. DPR will make reasonable efforts to provide an alternate location.
5. If the reservation was made on a last-minute basis, i.e., the application was received within less than five working days prior to the event, and the site is available for permitting, payment must be remitted promptly.
6. Should an event not take place due to inclement weather conditions (e.g., an outdoor event at a park) or unforeseen act, a credit will be issued for one (1) rain date during the current permitting period of the calendar year. The rain date will be dependent on space availability or an alternate location may be negotiated. **No refunds will be given.**
7. Should an applicant cancel an event for any reason, a letter of cancellation must be submitted. There will be a nominal processing fee associated with each cancellation. The refund policy will be as follows:

Less than 1 month prior to the event:	0% refund
1 or more months prior to the event:	75% refund
8. DC Parks and Recreation and National Park Service reserve the right to request that the permittee provide proof of approved sited. The permit must be in your possession at the time of your event.
9. If a requestor is issued a notice of availability for a site that does not have restroom facilities or when a recreation center is closed, the requestor must supply their own portable toilets. Therefore, copies of contracts for portable toilets for all types of permits, whenever required, must be submitted to the DC Parks and Recreation prior to the issuance of a permit.
10. Moderate amplification is allowed on DPR properties. However, sound levels must not exceed 78 decibels (by order of city regulations). While using and regulating any sound equipment, please be mindful that many of our facilities are located in the midst of residential neighborhoods, and for that reason, consideration for the residents and community not taking part in the event, is essential. Amplification equipment are not allowed on Federally owned lands (NPS Property).
11. Clean-up deposits in part or in whole, will be refunded by mail to the applicant, upon inspection of the property by a Department representative. Refunds will be disbursed within five business days after the event takes place. If the Department representative deems that the property was left in an unsatisfactory condition, the refund shall not be given. If the property is left in an unsatisfactory condition needing any type of repair, an assessment of the damage will be performed and the applicant will be billed accordingly. In such cases, payment must be remitted promptly.
12. All trash and debris must be removed from the facility/park grounds at the conclusion of the event. If all trash is not completely removed from the property, a disposal fee will be imposed and or your clean-up deposit withheld.

13. The use of illegal substances: alcohol, explosives, firecrackers, firearms or weapons on District of Columbia property is prohibited by the District of Columbia Municipal Regulations and the District of Columbia Code.
14. No person shall kindle, build, maintain, or use a fire in any place, portable receptacle, or grill except in places provided and/or authorized by the Department. Ground camp-fires are not allowed in any DC Parks and Recreation property. If a fire is kindled and contained in a portable receptacle grill, it must be continuously under the care and direction of a competent person over eighteen (18) years of age, from the time it is kindled until it is extinguished. No such fires shall be within ten feet of any building, tree, or underbrush or beneath the branches of any tree.
15. Do not leave, throw away or toss any lighted match, cigar, or cigarette, hot coals, or other flammable material within, on, near, or against any tree, building, structure, vehicle or enclosure, or in any open area.
16. It is a violation to engage in disorderly behavior in any DC Parks and Recreation property. The permittee is responsible for the conduct of anyone in attendance at the permitted event and will be liable for damages to persons or property arising from such conduct.
17. Neither the District of Columbia Government nor the DC Parks and Recreation will assume responsibility for claims of personal injury or damage to public or private property arising from the use of our facility/park premises during the period of use under permits.
18. It is a violation to post, display, affix, distribute, construct in, on, or above the surface of any DC Parks and Recreation property without prior approval from the DPR's Director.
19. It is unlawful for any person to spit, urinate or defecate in any property or facility, except for established locations specifically designed for such purpose.
20. **Rules for the Use of Fields:** All other rules apply, however, the following are additional, specific rules for fields
 - Annually, fields will be closed, to the public, for maintenance purposes, from mid November thru early March.
 - Only groups with permits will be allowed to use the fields.
 - Care must be taken for protection of pedestrians from injury by kicked, thrown, or batted balls.
 - Consumption of alcohol on government property is illegal.
 - Boisterous conduct or use of vulgar or profane language is forbidden.
 - Any disturbances caused /initiated by permitted groups/persons will result in revocation of permits.
 - **Permit holders are not allowed to play on DPR'S nor NPS' fields within 48hours of significant rainfall, or when the ground is not firm enough to preclude damage.**
 - League representatives must maintain a participants roster for all leagues.
 - Teams must supply their own Medical/Liability Insurance.
 - Teams must supply their own equipment.
 - Uniforms are required: Teams can have caps/tee shirts or tee shirts/pants of the same color.
 - Ball fields must be used for athletic activities only for example, soccer, softball, etc.
 - Only **lime** or **field-chalk** may be used to mark NPS' playing fields
21. Permit holders must adhere to the starting and ending times for the date(s) permitted for the event(s). Failure to comply with this regulation may result in the revocation of the permit and may also jeopardize consideration for future permits. DPR reserves the right to revoke a permit if the field or court is reserved but not used. The event will be monitored to ensure compliance.

22. NPS reserves the right to cancel or alter scheduled play in the event that maintenance or safety becomes an issue.
23. No person shall throw, catch, kick or strike any baseball, football, basketball, soccer, golf or tennis ball, or similar object, nor shall any person engage in any sport, game or other competition except in areas designated and maintained as such for which a permit has been issued.
24. Vehicles are not to be driven or parked on park grounds, only in designated public parking areas. Violation of this stipulation will result in a citation by the Metropolitan Police Department.
25. No person shall use any open area property of the DC Parks and Recreation's, including designated parking areas, for the purpose of performing non-emergency automotive work, including, but not limited to, vehicle maintenance, repairs, or cleaning.
26. Pursuant to DCMR19, 729.1 the use public recreational facilities should not be granted for commercial uses, for private profit, or for money-raising purposes. Therefore, no fees of any kind may be collected on recreation property, e.g., entry or registration fees, ticket sales, offerings, etc. The only deviation from this regulation will be the engagement of vendors at permitted Special Events/Large Festivals. This regulation stipulates that if an applicant engages with any vendors, there will be a 20% per vendor collection fee to cover vending space. This amount must be paid to DC Parks and Recreation within thirty days after the event. Please note that federal regulations prohibit vending of any kind on federal property.
26. For all grass cutting and park maintenance needs, contact DC Parks and Recreation, Customer Service Office at (202) 673-7647.

